

Wheeler Middle School
Student Enrollment Checklist

DATE: _____
NAME _____
GRADE: _____

WMS Registration Packet

- Registration Card _____
- Birth Certificate (or Passport, Official School Records) _____
- TB Clearance _____
- Form 14 (Physical) _____
- Proof of Residency _____
- Special Education Services (Yellow) _____
- Opt Out Form _____
- Emergency Card _____
- Internet Acceptable Use Policy _____
- Video Release _____
- GE (if applicable)** _____
- Guardianship (POA) (if applicable)** _____

Former Hawaii DOE School

Release Packet _____

Out-of-State School

Release of Pupil Records _____

Note:

Wheeler Middle School
Student Exit Checklist

DATE: _____
Student Exited _____
Grade _____

Exit packet included:
Withdrawal grades and /or Report Card _____

Form 14 (Physical) _____

IEP (if applicable) _____

Records sent to next school

Date records sent / faxed: _____

Cum Folder sent that included:

Withdrawal grades and /or Report Card _____

Test Scores (HSA) _____

Birth Certificate _____

Shot Records _____

TB Clearance _____

Form 14 (Physical) _____

Transcripts _____

IEP (if applicable) _____

Note:

* **Bold items are required before a child can start school. If a child has an incomplete packet, give a reminder to parents.**